

# FOREIGN TRAVEL GUIDE

## DCMS-81 Advanced Education Students

### I. Mandatory Preparations

#### A. APACS: Obtain APACS (Aircraft/Personnel Automated Clearance System) Account

1. Login to APACS at <https://apacs.dtic.mil>
2. If you agree to user terms, check the box and press “I Accept”
3. Sign up to use APACS
4. Give APACS at least one week to provide you a user name and password

#### B. AT/FP: Complete Annual AT/FP Level I Briefing

1. Required annual training.
2. If you are unsure if you completed it, then complete it again.
3. Login to the HSC website listed below. When you are done, it automatically generates an email that the Headquarters Command Security Officer (CSO) will file in your security folder.  
[http://cgweb.comdt.uscg.mil/hsc\\_a-2/CSO/links.htm](http://cgweb.comdt.uscg.mil/hsc_a-2/CSO/links.htm)

#### C. FPCON: Check FPCON, Terrorist Threat Level, and Criminal Threat Level

1. CAC card required
2. Login to:  
<https://paccas.nmci.navy.mil/navy/cpf/atfp/iatp.nsf/ThreatMatrixScroll?OpenView&count=-1>
3. Click “Printer Friendly Version” and scroll down to find your country of interest.
4. Check the current terrorist and criminal threat levels and also the Force Protection Condition.

#### D. Dept of State: Check Dept of State Travel Warning/Restrictions

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

#### E. CDC: Check CDC Health Warnings

<http://wwwn.cdc.gov/travel/default.aspx>

## **II. Obtain Country/Theatre Clearance**

- A.** Check the requirements for Leave-Travel in the DoD Foreign Clearance Guide (“FCG”) by clicking-on:  
<https://www.fcg.pentagon.mil/>
- B.** Once in the website, use the FCG menu option on the far left to find the exact country you wish to visit.
- C.** Find your country, and then follow the specific directions provided in the FCG.
- D.** The FCG will reveal whether you need
  - 1.** Theater/Country clearance (Done through APACS)
  - 2.** SERE 100 Training
  - 3.** ISOPREP
  - 4.** To submit a Travel Clearance Request to the Area Command (e.g. if you wish to travel to South Africa, then US African Command would have to approve your request through APACS)
  - 5.** Any other area specific training or clearance requirements
- E.** If you need to request a Country/Theater Clearance through APACS, notice of your approval/disapproval will be posted in APACS. You will need to check it often. For some countries, it could take up to 30 days for your notice to post.
- F.** If you are required to go through APACS for country/theater clearance, provide a print out of the final results to the CSO.
- G.** If you are required to complete briefs on SIPRNET (ISOPREP) and do not have a SIPRNET account, state that in the remarks section of your APACS request and put the date of your AT/FP Level I Brief.

## **III. Final Step – Request Approval for Foreign Leave Travel Memo**

- A.** Once all required briefs and country/theater approvals have been completed, submit a Request Approval for Foreign Leave Travel Memo to your Deputy Directorate via your Program Manager, and the Headquarters CSO.
  - 1.** Work closely with the CSO to get their preapproval before you route the Memo.
  - 2.** Consult your Program Manager to obtain the name of your Deputy Director.
- B.** A draft Memo is listed on the next page.

U.S. Department of  
Homeland Security

United States  
Coast Guard



Command  
United States Coast Guard

2100 Second Street, S.W.  
Washington, DC 20593-0001  
Staff Symbol: HSC-CO  
Phone: (202) 372-4387

5500  
21 Feb 2007

## MEMORANDUM

From: Yourself

Reply to  
Attn of:

To: *CG-4D*  
*~or~*  
*CG-6D*  
CG-6

Thru: (1) SILC DET WASH-CSS  
(2) DCMS-81

Subj: APPROVAL FOR FOREIGN LEAVE TRAVEL

Ref: (a) Personnel Manual, COMDTINST M1000.6A, Article 7.A

1. In accordance with reference (a), I request permission for the following travel:

- a. Type of travel: Unofficial – Leave
- b. Dates:
- c. Country to be visited:
- d. FPCON/Terrorist Threat/Criminal Level: Alpha
- e. DOS Travel Warning/Restrictions: None
- f. Country/Theater clearance message required: No E-mail advanced notification of travel to the AmConsulate is required.
- g. AT/FP Level I training completed: Date
- h. Emergency Contact Information:

2. *(Consult the CSO for exactly what you need to include in this section).* I have reviewed the CDC and Department of State travel guides. I have the necessary passport and vaccinations. I have been approved for leave during this period, and I will be utilizing commercial transportation. A PFPP is not required.

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